

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 1301.40
Pers-10
10 APR 1995

BUPERS INSTRUCTION 1301.40

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: FORMAT AND PROCEDURES FOR VALIDATING THE OFFICER
DISTRIBUTION CONTROL REPORT (ODCR)

Ref: (a) Source Data System Procedures Manual
(SDSPROMAN), NAVSO P-3069 (Volumes I and II)
(b) DFAS Pay/Personnel Procedures Manual (Navy) (DFASPPM)
NAVSO P-3050-2 (Volumes I and II)
(c) OPNAV Instruction 1000.16H
(d) Manual of Navy Officer Manpower and Personnel
Classifications, NAVPERS 15839H (Volumes I and II)
(e) Diary Message Reporting System Users' Manual
(DMRSMAN) EPMAC Document Number 1080 #1 UM-01
(f) SECNAVINST 1421.3G

Encl: (1) Data Elements on the ODCR
(2) MAPTIS Decision Logic Table - Officer

1. Purpose. To provide procedures for interpreting and validating the Officer Distribution Control Report (ODCR) per references (a) through (f).

2. Cancellation. NAVMILPERSCOMINST 1301.2A.

3. Discussion

a. The Bureau of Naval Personnel (BUPERS) prepares the ODCR for each naval activity with officer billets authorized or officers onboard in a temporary duty status. Officer billet and assignment information on the ODCR represents the computer data bank input by the Chief of Naval Operations

(CNO), BUPERS, Enlisted Personnel Management Center (EPMAC), SDS, and various other sources.

b. BUPERS prepares the ODCR monthly as a statement of account for pertinent Navy activities. It provides each activity with a routine system for verifying information contained in the MAPTIS officer personnel data bank, and BUPERS with information needed to determine and evaluate officer personnel requirements.

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c. The validity of ODCR information depends upon the timely submission of accurate data to BUPERS through the Diary Message Reporting System (DMRS), SDS, and other pertinent reporting systems. Each activity should review its ODCR thoroughly upon receipt and report all discrepancies per instructions provided in enclosure (2).

d. Enclosure (1) defines the data elements and report headings that appear on the ODCR. Four specific types of information are displayed on the ODCR: activity, administrative, personnel, and fitness reports.

e. Enclosure (2) is an alphabetic listing of events that must be reported to the Manpower, Personnel, and Training Information Systems (MAPTIS). It is provided to assist administrative officers in determining proper actions to take regarding personnel accounting events that occur in the normal course of business at naval activities. For activities supported by Source Data Systems (SDS), table 9-1-1 in Volume II of reference (a) will be referred to in lieu of enclosure (2) in this instruction.

f. Two copies of the ODCR are distributed to activities monthly. Commands requiring ODCRs of other activities should request them directly from the activity concerned. BUPERS distributes microfiche copies of appropriate ODCRs to the unit level via the type commanders. To ensure timely receipt of the ODCR, the current activity mailing address must be on file. If the mailing address changes or needs correction, notify EPMAC, Code 31, stating all particulars. Include the unit identification code (UIC) in the text. If an activity fails to receive an ODCR after verification of the current address with EPMAC, notify the Personnel Systems Branch, Corporate Systems Division (Pers-1023) stating all particulars; include command UIC, personnel and pay services unit identification code (PPSUIC) if appropriate, and the name and social security number of at least one attached officer. If an officer detaches from an activity leaving no officers assigned, the activity will not receive an ODCR until an officer is assigned to the activity.

4. Action. When a Pay/Personnel Administrative Support System (PASS) Detachment supports an activity, verification procedures in this instruction are the responsibility of the PASS Detachment. This does not relieve the unit commanding officer of the responsibility for ensuring that information on the ODCR is correct. The supporting Personnel Support Activity Detachment will provide a copy of the ODCR to the command. Commanding officers will validate the ODCR upon receipt. If data concerning an officer is incorrect on the ODCR, the officer's individual record at BUPERS is also incorrect. To avoid any

personnel action being taken on the basis of erroneous information, all activities should complete verification of the ODCR and submit corrections as soon as possible after receipt of the ODCR.

a. ODCR Verification and Correction Guidelines:

(1) Verify billet data and every item of officer data to ensure that they are complete and current. Note discrepancies and correct them per instructions provided in enclosure (2). SDS activities will refer to table 9-1-1 of Volume II in reference (a) in lieu of enclosure (2) of this instruction.

(2) Error codes will be printed on the ODCR as an aid in spotting incorrect information. They do not cover all possible errors on the ODCR. Complete verification is still required.

THIS BSC IS INVALID may appear in the billet title space. This can be corrected (if order status is blank) by reporting the officer's correct billet assignment via a DMRS miscellaneous transaction or an SDS MO3 event. If an officer's order status is G or R, wait until the officer reports aboard and then submit the DMRS gain transaction or SDS gain event.

(3) For SDS and DMRS transactions, pay close attention to the ODCR date; transactions applied after that date will be on the next ODCR. If an SDS or DMRS transaction should have applied prior to the ODCR date, verify the entry for accuracy. Ensure proper method of submission and content per part nine, chapter 6 of reference (b) and Volume II, part nine of reference (a).

(a) If the DMRS or SDS transaction that was not applied was correct in content and format, resubmit the change with an as-of-date the same as originally reported.

(b) If the DMRS or SDS transaction was in error, resubmit the transaction using correct data with an as-of-date the same as originally reported.

(4) For Fitness Report error correction, send BUPERS (Pers-323) a copy of the ODCR with the error circled in red, and a certified copy of the Fitness Report and related documents. If explanation is required, accompany with a letter.

(5) Corrective actions using DMRS and OCR font submissions have been replaced at SDS supported activities by SDS event entry capability. The ODCR is the means whereby the field is notified that the DMRS and OCR font transactions they submitted have correctly updated the BUPERS officer master personnel files. SDS is an

automated, closed-loop reporting system. SDS updates are automatically reflected in the SDS mini-master record. Although SDS updates are electronically transmitted to update the BUPERS officer master personnel file, the ODCR mailed to a site may differ from the SDS and BUPERS files because of the time required to prepare and distribute the ODCR.

Careful attention must be paid to the date of the ODCR because SDS transactions applied after that date will not be reflected until the next ODCR. If both the SDS mini-master record and the ODCR are incorrect, SDS activities should refer to the "MAPTIS Decision Logic Table - Officer" (table 9-1-1) in Volume II of reference (a) to determine the appropriate event or action to be taken. A situation may occur where data contained in the mini-master and ODCR are in conflict, and the date of the ODCR indicates that a submitted transaction should have applied. Such a problem should be discussed with the SDS site manager to determine appropriate actions.

(6) When verification of the ODCR is complete, submit the statement certifying receipt and verification of the report as required by paragraph 90604 of reference (b); DO NOT RETURN the ODCR to BUPERS or EPMAC.

(7) Address comments or questions concerning ODCR information to BUPERS, Personnel Systems Branch, Corporate Systems Division (Pers-1023).

(8) Corrective action in accordance with enclosure (2) of this instruction or table 9-1-1 in Volume II of reference (a) must be taken.

b. ODCR Maintenance Procedures: Keep the ODCR current by posting changes as they occur. Maintaining an up-to-date ODCR is a valuable asset to personnel management and will substantially reduce the amount of time required for the monthly verification. The up-to-date ODCR provides a single document with which activity personnel managers can discuss manpower posture with detailing and placement authorities.

c. The following procedures, developed by the Personnel and Administration Assistance Teams (PAAT), have proven to be valuable in day-to-day personnel administration and have resulted in a substantial decrease in the number of discrepancies noted in an activity's accounts. Personnel officers should review the following procedures for adaptation within their activity:

(1) Make pen changes to the ODCR for each item pertaining to an individual that is changed as a result of the submission of a DMRS transaction, OCR document, or SDS event. Line through the obsolete data and write the new data in the same column(s). In the right margin of the report, write the date-time-group (DTG) of the DMRS transaction or the SDS event control number (ECN).

(2) Upon receipt of a new ODCR, transcribe pen changes from the old ODCR that have not yet applied to the new ODCR.

(3) If changes submitted prior to the run date of the ODCR do not appear on the new ODCR, comply with the administrative and follow-up procedures specified in subparagraph 4a of this instruction and Part Nine, Chapter Six of reference (b).

5. Forms

a. The following forms may be obtained through normal supply channels per NAVSUP P-2002, Navy Stock List of Publications and Forms:

DD 2366 (Sep 93), Montgomery GI Bill Action 1984, S/N 0102-LF-017-0400

NAVMCOMPT 3051 (Rev. 2-70), Transmittal Letter, S/N 0104-LF-710-5101

NAVMCOMPT 3060 (Rev. 5-72), Military Pay Order (SINGLE), S/N 0104-LF-710-6101

NAVMCOMPT 3067 (Rev. 9-76), Detaching (Departing) Endorsement to Orders - (OFFICER - ENLISTED), S/N 0104-LF-703-0671

NAVMCOMPT 3068 (Rev. 9-76), Reporting (Arrival) Endorsement to Orders - (OFFICER - ENLISTED), S/N 0104-LF-703-0680

NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data, S/N 0106-LF-018-6022

NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991

NAVPERS 1611/1 (Rev. 7-84), Report on the Fitness of Officers, S/N 0106-LF-016-1102

OPNAV 5520/20 (Rev. 10-79), Certificate of Personal Security Investigation, Clearance and Access, S/N 0107-LF-055-2101

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b. The Activity Manpower Document, a computer-generated report, reflects all manpower authorizations. Request updates from the Military Manpower Claimant.

6. Summary of Changes. Only minor changes were included in this instruction revision. The more significant changes are summarized as follows:

- a. All references to NMPC were changed to BUPERS.
- b. Exceptional family member codes were added to enclosure (1).
- c. Minor revisions were made to the primary and secondary dependent code definitions in enclosure (1).
- d. Family co-location codes were added to enclosure (1).

Distribution:

SNDL Parts 1 and 2

BUPERS (Pers-10) (25 copies)

Stocked:

Naval Aviation Supply Office

ASO Code 103

5801 Tabor Avenue

Philadelphia, PA 19120-5099 (500 copies)

DATA ELEMENTS ON THE ODCR

NOTE: Data elements are listed in the order they appear on the ODCR, reading from left to right starting with "Activity Name", in the upper left corner of the heading, and ending with "NSCD" in the lower right corner of the heading.

MANNING PHONE NUMBER. The phone number for the activity is located on the header page of the ODCR. If the number has an area code, it is a commercial number. If the number has DSN, it is a DSN number. If the number is not included, it was not found on EPMAC's address file.

ACTIVITY NAME. The long activity title (26 positions maximum, including spaces). Differences between the activity name on the ODCR and the activity's officer diary heading should be reported immediately by letter to the Enlisted Personnel Management Center (EPMAC).

ACTIVITY CODE. A ten-digit identification code assigned by the Bureau of Naval Personnel (BUPERS). See reference (c), enclosure (1), appendix 0.

MANPOWER REQUIREMENTS PLAN (MARP). The OPNAV four-digit code by which Navy activities are classified functionally. Refer to reference (c).

ACTIVITY SPONSOR. The resource sponsor controlling billets authorized and organizational manning for the activity. See reference (c), Enclosure (1), Appendix I.

TRANSACTION NUMBER and DATE. The current revision to the Activity Manpower Document (AMD) used to record authorized billets on the ODCR. A revised AMD is not published each time a change is made. Significant changes usually result in a complete reprint; minor changes do not. Billets authorized data can be determined by checking the latest ODCR.

Transaction Number: Six-digit code.

Transaction Date: Six-digit (YYMMDD) code.

DATE OF REPORT. A six-digit (YYMMDD) date representing the day of the month that the ODCR was prepared.

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RUN DATE. A six-digit (MMDDYY) entry representing the date the ODCR was created. This date provides a basis for determining whether diary entries should have been received in BUPERS prior to the printing of the ODCR.

PAGE. Sequential page number of the ODCR.

DESK CODE. A four-position alphanumeric code that identifies the BUPERS organizational unit responsible for the activity reported on the ODCR.

ACTIVITY MISSION CODE (AMC). A two-position alphanumeric functional activity grouping code assigned and used by Pers-4 for distribution purposes.

UNIT IDENTIFICATION CODE (UIC). A five-character code assigned to the activity by the Comptroller of the Navy. A discrepancy in the UIC on the ODCR should be reported to EPMAC.

ALLOWANCE OFFICER DESK CODE (AODC). A two-position alphanumeric code that identifies the allowance officer responsible for data written for the activity in the qualitative master data sets.

BILLET SEQUENCE CODE (BSC). A five-digit code assigned to each activity billet. During peacetime, the ODCR will not list the billets contained in the organizational manning portion of the Activity Manpower Document (AMD). Officers must not be assigned to those billets in peacetime; in the event of mobilization, these billets are activated and appear on the ODCR.

BILLET TITLE. A description of the officer's primary duties. Except for the general purpose 99990 billets, if the billet title is shown, it will be the one that appears on the Activity Manpower Document (AMD). If the officer is ordered into the general purpose Billet Sequence Code (BSC) 99990, a pseudo billet title will appear, e.g., IN EXCESS or STUD EXCESS. If two or more officers are filling the same billet, the BSC and title will be above the first officer's data line. If the officer has been gained to a billet not authorized by the AMD, the billet title will read THIS BSC IS INVALID.

BILLET PHASE INDICATOR (BP). An asterisk in this position indicates that the officer's orders were written using the activity's new, but not yet effective, ten-digit code.

AUGMENT INDICATOR (AUG). A one-position code specifying the type of authorized billet: R-reimbursable; B-base billets.

BILLET DESIGNATOR (BILLET DESIG). A four-digit designator code of the authorized billet. See reference (d), Volume I, part A.

BILLET GRADE (BILL GR). A one-position alphabetic code indicating the grade authorized for each billet. See reference (d), Volume I, part A.

NAVY OFFICER BILLET CLASSIFICATION (NOBC). A four-digit code that identifies the occupational classification assigned to the billet. The assigned NOBC is a general statement of the duties to be performed. See reference (d), Volume 1, part C.

BILLET SUBSPECIALTY. A subspecialty code will be shown when a billet requires an officer with advanced education, functional training, or significant experience. See reference (d), Volume I, part B.

FUNCTIONAL AREA CODE (FAC). A one- or two-character code that identifies billets requiring special consideration in personnel assignment. See reference (c), Enclosure (1), Appendix C.

CURRENT ALLOWANCE (CURR ALLOW). A three-digit code indicating current authorization for the billet.

M+1. Indicates the manpower requirements 1 month after mobilization.

LAST FITREP RECEIVED. Identifies the Fitness Report (FITREP), regular or regular/concurrent, 0-6 and below, most recently received and accepted. The report may be from the present duty station or from a previous duty station. LAST FITREP RECEIVED data consists of three elements:

FROM DATE	Four-digit (YYMM) fitness report start date from block 12 of the FITREP (NAVPERS 1611/1).
TYPE OF REPORT	Two-character code that identifies the type of report: RG = Regular Report (X in block 14 of FITREP) RF = Concurrent/Regular Report (X in block 14 <u>and</u> X in block 15 of FITREP)
TO DATE	Four-digit (YYMM) date from block 13 of the FITREP report.

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NOTE: If the Run Date (shown in the upper center of the ODCR) is less than 90 days after the TO DATE of the most current FITREP, an earlier report may be shown. The later report should appear on the next ODCR. If a report other than what you believe to be the latest Regular or Concurrent/Regular FITREP is shown, verify at the command level that a later report was submitted before requesting assistance from BUPERS.

UIC TRANSFER (UIC TRF). Indicates the UIC that an officer is being transferred from or assigned to, if under orders.

From: Applicable UIC.

To: Applicable UIC.

ACTIVITY WHERE ASSIGNED. A maximum of 13 positions that can be used to display data about the status of the officer involved.

If the name of an activity appears and the officer is in an "R" order status (pending to report), the activity shown is the officer's **present** duty station.

If the name of an activity appears and the officer is in a "D" order status, the activity shown is the officer's **next** duty station.

SECURITY CODE (SEC CODE). Contains member's security clearance eligibility, member's current security clearance authority, and date member's investigation completed (YYMM). Further personnel security information may be obtained from the Department of the Navy Central Adjudication Facility (DONCAF), Washington, D.C.

OFFICER SUBSPECIALTY (SUBSPECIALTY) 1. A five-digit, primary subspecialty code assigned to an officer to identify advanced education, functional training, and significant experience in various fields and disciplines, if applicable. See reference (d) Volume I, part B.

AVIATION COMMISSION DATE (ACD). A six-position date (YYMMDD) that identifies a constructive date to indicate total commissioned service, active or reserve, for all aviation commissioned officers. See reference (d), Volume II.

SUBMARINE SERVICE CONTROL DATE (SSCD). A six-position date (YYMMDD) specifying the last time the submarine service indicator was changed.

AVIATION STATUS INDICATOR (ASI). A one-position alphabetic code that shows the current status of an Aviation Officer's Career Incentive Pay (ACIP) entitlement status. See reference (d), Volume II.

SUBMARINE STATUS INDICATOR (SSI). A one-position alphabetic code that identifies categories of entitlement to submarine duty incentive pay.

<u>CODE</u>	<u>DEFINITION</u>
A	SUBMARINE OFFICER WITH LESS THAN 12 YEARS OF SUBMARINE SERVICE ENTITLED TO CONTINUOUS SUB PAY
B	SUBMARINE OFFICER WITH LESS THAN 18 YEARS BUT TO CONTINUOUS SUB PAY
C	SUBMARINE OFFICER WITH MORE THAN 18 YEARS OF SUBMARINE SERVICE ENTITLED TO CONTINUOUS SUB PAY TO 26 YEARS OF SERVICE
D	SUBMARINE OFFICER WITH GREATER THAN 18 YEARS OF SUBMARINE SERVICE ENTITLED TO CONTINUOUS SUB PAY TO 22 YEARS OF SERVICE
R	SUBMARINE OFFICER NOT ENTITLED TO CONTINUOUS SUB PAY, BUT ENTITLED TO SUB PAY PROVIDED THE OPERATIONAL REQUIREMENTS OF DODPM PART 2, CHAPTER 2, PARAGRAPH 20201 TO 20208 ARE MET
V	SUBMARINE OFFICER NOT ENTITLED TO SUB PAY REGARDLESS OF SITUATION.

AVIATION SERVICE ENTRY DATE (ASED). The six-position date (YYMMDD) on which an aviation officer first reported to an activity having aircraft in which basic flight training was received. See reference (d), Volume II.

SUBMARINE SERVICE ENTRY DATE (SSSED). The six-position date (YYMMDD) on which a submarine officer graduates from sub school. See reference (d), Volume II.

ORDER STATUS (ORD). A one-position alphabetic code representing present order status:

<u>CODE</u>	<u>DEFINITION</u>
BLANK	NO ORDERS PENDING
D	ORDERED DETACHED
R	ORDERED TO REPORT
G	ORDERED TO REPORT FOR ACTIVE DUTY

OFFICER'S NAME. The officer's name will not exceed 21 characters on the ODCR (27 positions are on the BUPERS file) including spaces; the last name will always appear and as much of the rest of the name that will fit in the available space. Any suffix will be printed after the first and middle names if space allows.

OFFICER SEA AIR MARINER (OSAM). This will be indicated by an asterisk (*) following the officer's name.

SOCIAL SECURITY NUMBER. A nine-position, unique identification code of the member and his/her social security account.

EXCEPTIONAL FAMILY MEMBER. A one-position code identifying the category assigned to each enrolling service member. Detailers use this information when negotiating future assignments; THERE ARE NO OTHER CAREER IMPACTS. Enrolling sponsors must ensure medical and educational information is accurate and current. Updates are required whenever needs change significantly, but at least every 3 years. Information on forms translates to the category that most closely relates to the availability of services at remote overseas areas.

<u>CODE</u>	<u>DEFINITION</u>
1	NO ASSIGNMENT LIMITATIONS
2	SPECIFIC LOCATIONS OVERSEAS/CONUS
3	NO OVERSEAS LOCATIONS SUITABLE
4	REQUIRES ASSIGNMENT WITHIN MAJOR MEDICAL LOCATIONS IN CONUS
5	HOMESTEAD PROVISION FOR ASSIGNMENT IN ONE AREA THAT CAN SUPPORT SEA/SHORE ASSIGNMENTS
6	TEMPORARY ENROLLMENT WHILE TREATMENT/TESTING IS ONGOING. MUST UPDATE WITHIN 1 YEAR.

PRIMARY AERONAUTICAL DESIGNATION (PAD). A one-position code used internally in BUPERS to classify officer personnel in the Navy aeronautical organization. Refer to Volume II of reference (d).

SEX. A one-position alphabetic code: **M** - male; **F** - female

DESIGNATOR (DESIG). A four-position code used to group billets and officers by categories for personnel accounting and administrative purposes and to identify the status of officers. See reference (d), Volume I, part A.

GRADE ON BOARD (GR on BD). A one-position alphabetic grade code of officer onboard. Refer to Volume I, Part A of reference (d).

An asterisk (*) printed immediately before the GRADE ON BOARD code indicates that the officer has been selected for promotion to next higher grade by a regular selection board. A plus symbol (+) indicates that the officer is serving in the next higher grade as a result of a promotion under the provisions of 10 USC 5787. A pound sign (#) indicates that the officer is serving in the next higher grade as a result of promotion under the provisions of 10 USC 5787 and has been selected for promotion to that grade per the Officer Personnel Act.

DATE OF RANK. A four-digit (YYMM) date of incumbent's present grade. This column will not show the date of rank of the spot grade (promoted per reference (f)) but will give the date of rank of the officer's accelerated appointment under the provisions of 10 USC 5787 or Officer Personnel Act promotion (whichever occurred earlier.)

ESTIMATED LOSS CODE/DATE. The four-digit estimated date (YYMM) on which the officer will be a loss to active naval officer strength. A one-letter loss code indicating reason for the loss precedes the date. Not all officers will have an estimated loss code and date. See reference (d), Volume II.

DATE ASSIGNED BILLET. A four-digit (YYMM) date assigned to the officer's current primary billet.

ESTIMATED DATE OF DETACHMENT (EST DATE DETACH). A four-digit date (YYMM) representing the estimated date of detachment for an officer who has written orders. If the date of the ODCR is later than the Estimated Date of Detachment, the activity may be required to make a DMRS Loss entry and submit a NAVCOMPT, Detaching Endorsement to Orders (Officer/Enlisted) or SDS loss event.

DATE REPORTED or ESTIMATED DATE OF ARRIVAL (EDA). A six-digit date (YYMMDD) for an officer who has reported onboard; a four-digit date (YYMM) for an officer who has not yet reported. If the date of the ODCR is later than the EDA, the activity may be required to make a DMRS gain entry and submit a NAVCOMPT 3068, Reporting (Arrival) Endorsement to Orders (Officer/Enlisted) or SDS gain event.

PROJECTED ROTATION DATE (PROJ ROT DATE). A four-digit planned rotation date (YYMM) that is used only as a planning aid and is subject to change by BUPERS.

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ACCOUNTING CATEGORY CODE (ACC). A three-digit code indicating the accounting category in which officers are carried in active duty accounts.

<u>CODE</u>	<u>DEFINITION</u>
100	FORDU - PERMANENT ASSIGNMENT FOR DUTY
101	FAILED TO REPORT FOR DUTY (assigned by BUPERS)
103	FORDU TEMAC - TEMPORARY ACTIVE DUTY
104	FORDU HUMS - HUMANITARIAN ASSIGNMENT (more than 6 months)
105	FORDU LIMDU - LIMITED DUTY (assignment restricted for medical reasons)
106	FORDU CFO - COMMISSIONING AND FITTING OUT (ship Commissioning)
107	FORDU MOB - MOBILIZATION
108	FORDU PSI - GUARANTEED PROGRAMMED SCHOOL INPUT PROGRAM
109	DECLARED DESERTER (assigned by BUPERS)
150	TEMPORARY DUTY GUARANTEED PSI
320	TEM DU FFA - TEMPORARY DUTY FOR FURTHER ASSIGNMENT
323	MISSING/INTERNEED
330	TEM DU FFT - TEMPORARY DUTY FOR FURTHER TRANSFER
341	TEM DU INS - TEMPORARY DUTY UNDER INSTRUCTION (less than 20 weeks)
342	DUINS - DUTY UNDER INSTRUCTION (20 weeks or greater)
350	TEM DU OTHER - TEMPORARY DUTY NOT OTHERWISE DEFINED
351	FAILED TO REPORT FOR TEMPORARY DUTY (assigned by BUPERS)
<u>CODE</u>	<u>DEFINITION</u> (cont.)
352	TEM DU CFO - TEMPORARY DUTY FOR COMMISSIONING AND FITTING OUT (less than 6 months)

<u>CODE</u>	<u>DEFINITION</u> (cont.)
355	TEMDU MED BD/PEB - TEMPORARY DUTY AWAITING FORMAL MEDICAL BOARD/PHYSICAL EVALUATION BOARD PROCEEDINGS
356	TEMDU TEMP DISQUAL - TEMPORARY DUTY PENDING EVALUATION BY LOCAL AUTHORITIES FOR SPECIAL DUTIES (diving, submarine, aircrew, etc.)
358	TEMDU SEMINAR - TEMPORARY DUTY, SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM
370	TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (inpatient at a Naval medical facility)
371	TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (medical holding company)
372	TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (hospitalized at a non-military medical facility)
373	TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (hospitalized at other uniformed Service medical facility)
380	TEMDU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT
381	TEMDU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (pay status, at home awaiting final disposition of Physical Evaluation Board)
382	TEMDU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (pending Review Board approval of Administrative Discharge)
390	TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (holdee, not confined)
391	TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (confined in a military facility)
392	TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (held or Confined by civilian/foreign authorities)

<u>CODE</u>	<u>DEFINITION</u> (cont.)
400	IN TRANSIT - (system generated when loss from onboard Activity processed)

DUTY STATUS EFFECTIVE DATE (DSED). A four-position date (YYMM) that reflects the most recent change to a member's onboard duty status as indicated in the ACC entry.

FAMILY CO-LOCATION IDENTIFIER. A one-position alphabetic code may appear immediately after the DSED to broadly identify family members of an active duty sponsor. These definitions, listed below, identify family members who may be residing with the officer at the current duty station.

<u>CODE</u>	<u>DEFINITION</u>
A	SPOUSE
B	SPOUSE AND CHILDREN
C	CHILDREN
D	SPOUSE, CHILDREN, AND OTHER FAMILY MEMBERS
E	SPOUSE AND OTHER FAMILY MEMBERS
F	CHILDREN AND OTHER FAMILY MEMBERS
G	OTHER FAMILY MEMBERS
Y	NONE

NUMBER DEPENDENTS RESIDING IN SPONSOR'S HOUSEHOLD. A one-position code that identifies the total number of authorized family members residing at the same current duty station and local address as the active duty sponsor. This total represents both command and non-command sponsored dependents for overseas duty stations; it also is recorded on page two of the officer's service record.

<u>CODE</u>	<u>DEFINITION</u>
1	SPOUSE
2-9	SPOUSE AND CHILDREN
1-9	CHILDREN
3-9	SPOUSE, CHILDREN, AND OTHER FAMILY MEMBERS
2-9	SPOUSE AND OTHER FAMILY MEMBERS
2-9	CHILDREN AND OTHER FAMILY MEMBERS
1-9	OTHER FAMILY MEMBERS
Y	NONE

DATE DEPENDENTS ARRIVED AT OVERSEAS STATION (DATE DOS). A four-digit date (YYMM) indicating the date the officer's dependents arrived at the overseas station.

NUMBER COMMAND SPONSORED DEPENDENTS ON STATION OVERSEAS (DOS). A one-digit code that identifies the number of command-sponsored family members on station overseas who reside with their sponsor at the Current Overseas Duty Station.

<u>CODE</u>	<u>DEFINITION</u>
0,1	SPOUSE
0,1-9	SPOUSE AND CHILDREN
0,1-9	CHILDREN
0,1-9	SPOUSE, CHILDREN, AND OTHER FAMILY MEMBERS
0,1-9	SPOUSE AND OTHER FAMILY MEMBERS
0,1-9	CHILDREN AND OTHER FAMILY MEMBERS
Y	NONE

PRIMARY AND SECONDARY DEPENDENCY CODE (DEP). A two-position code identifies the type and number of dependents. The first position identifies primary dependents (spouse and children) or marital status. The second position identifies secondary dependents (dependent parents). A blank in either position indicates no qualified dependents in that category.

FIRST POSITION (Primary)

<u>CODE</u>	<u>DEFINITION</u>
0	NO DEPENDENTS
1	SPOUSE, NO CHILD
2	SPOUSE, 1 CHILD OR WARD
3	SPOUSE, 2 CHILDREN OR WARDS
4	SPOUSE, 3 CHILDREN OR WARDS
5	SPOUSE, 4 CHILDREN OR WARDS
6	SPOUSE, 5 CHILDREN OR WARDS
7	SPOUSE, 6 CHILDREN OR WARDS
8	SPOUSE, 7 CHILDREN OR WARDS
9	SPOUSE, 8 OR MORE CHILDREN OR WARDS
A	1 CHILD OR WARD
B	2 CHILDREN OR WARDS
C	3 CHILDREN OR WARDS
D	4 CHILDREN OR WARDS
E	5 CHILDREN OR WARDS
F	6 CHILDREN OR WARDS
G	7 CHILDREN OR WARDS
H	8 CHILDREN OR WARDS

K	MILITARY SPOUSE
S	MILITARY SPOUSE & 1 CHILD
T	MILITARY SPOUSE & 2 CHILDREN
U	MILITARY SPOUSE & 3 CHILDREN
V	MILITARY SPOUSE & 4 CHILDREN
W	MILITARY SPOUSE & 5 CHILDREN
X	MILITARY SPOUSE & 6 CHILDREN
Y	MILITARY SPOUSE & 7 CHILDREN
Z	MILITARY SPOUSE & 8 OR MORE CHILDREN

SECOND POSITION (**Secondary**)

<u>CODE</u>	<u>DEFINITION</u>
0	NO SECONDARY DEPENDENTS
J	1 DEPENDENT PARENT
S	2 DEPENDENT PARENTS
Y*	2 PARENTS AND 1 PARENT-IN-LAW
Z*	2 PARENTS AND 2 PARENT-IN-LAW

*LOCO PARENTS AND PARENT-IN-LAWS ARE ALSO CODED AS PARENTS

AVIATION BILLET INDICATOR (ABI). A one-position code that indicates an officer's current operational flying status, if applicable. Refer to Volume II of reference (d).

MONTHS OF OPERATIONAL FLYING (MOF). The total number of months of operational flying that qualify the officer for the 12- and 18-year gates.

NOTE: Validation of ABI and MOF data elements by the activity with each aviation officer concerned is directed on a one-time basis and on a periodic basis thereafter to ensure the accuracy of information shown. Submit changes or corrections to these elements as outlined in enclosure (2).

SECURITY DATE (SEC DATE). Contains member's type of security investigation and the four-digit date (YYMM) the member's current security clearance was granted.

OFFICER SUBSPECIALITY (SUBSPECIALITY) 2. A five-digit secondary subspecialty code assigned to an officer to identify advanced education, functional training, and significant experience in various fields and disciplines, if applicable. See reference (d), Volume I, part B.

NUCLEAR COMMISSION DATE (NCD). A six-position date (YYMMDD) equal to the first day a member served on active duty as a commissioned officer. Refer to Volume II of reference (d).

NUCLEAR STATUS INDICATOR (NSI). A one-position alphabetic code that indicates the officer's entitlement to nuclear officer incentive pay (NOIP). Refer to Volume II of reference (d).

NUCLEAR SERVICE CONTROL DATE (NSCD). A six-digit date (YYMMDD) which gives the effective date associated with the NSI. Prospective dates are shown by zeros in the day portion of the field. Refer to Volume II of reference (d).

MAPTIS Decision Logic Table - Officer

EVENT	ACTION				REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise Stated)	REMARKS
	DMRS	OCR FORM	LETTER	MESSAGE		
ACD or ASED, correction of			X		NAVPERS 15839H, Volume II	Letter to PERS-4321
Active Duty Service Date, change			X		NAVPERS 15839H, Volume II	Letter to PERS-274
Additional Duty Change	X				DMRSMAN Section 3	
Appointed to officer grade	X	X			A3068 B90611	NAVCOMPT 3068
Aviation Billet Indicator, Change			X		NAVPERS 15839H, Volume II	Letter to appropriate assignment officer
Aviation Status Indicator (ASI), correction of			X		NAVPERS 15839H, Volume II	Letter to PERS-432T
Commissioned from enlisted status	X				B90611	
Commission terminated	X				DMRSMAN Section 3	
Date assigned billet, change	X				DMRSMAN Section 3	
Date dependents arrived on station, change	X				DMRSMAN Section 3	
Date of rank, change			X		BUPERSINST 1301.40	Letter to PERS-22
Date reported, change	X				DMRSMAN Section 3	
Dependents, change number of		X			B90434	NAVPERS 1070-602
Dependents on station, reporting of	X	X			A3068 B90611 B90434	NAVCOMPT 3068
Dependents on station, change number of	X				DMRSMAN Section 3	

EVENT	ACTION				REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise Stated)	REMARKS
	DMRS	OCR FORM	LETTER	MESSAGE		
Designator, change			X		NAVPERS 15839H, Volume I	Letter to appropriate assignment officer
Designator, correction of ODCR			X		BUPERSINST 1301.40	Letter to PERS-1024
Detached from ADDU	X				A3067 B90621	NAVCOMPT 3067
Died				X	A3067 B90621	Message to PERS-642; info copy to PERS-1024
Discharged	X	X			A3067 B90621 DMRSMAN Section 3	NAVCOMP 3067
Dropped from rolls	X	X			A3067 B90621 DMRSMAN Section 3	NAVCOMP 3067
Duty Status (ACC), change	X				DMRSMAN Section 3	
Estimated date of arrival, change			X		BUPERINST 1301.40	Letter to appropriate assignment officer
Estimated date of detachment, change			X		BUPERINST 1301.40	Letter to appropriate assignment officer
Estimated date of loss, change			X		NAVPERS 15839H, Volume II	Letter to appropriate assignment officer
Ethnic Group Designator, change	X		X		DMRSMAN Section 3	
FAC Code, change			X		OPNAVINST 1000.16H	Letter to Military Manpower Claimant
Fitness Report data, correction of		X	X		BUPERSINST 1611.17	Letter to PERS-323
Gain, correction of	X				DMRSMAN Section 3	
Gain erroneous; cancellation of	X				DMRSMAN Section 3	

EVENT	ACTION				REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise Stated)	REMARKS
	DMRS	OCR FORM	LETTER	MESSAGE		
GI Bill, election or correction of	X				OPNAVINST 1780.2 DMRSMAN Section 8	Source document is DD 2366
Grade, change			X		NAVPERS 15839H, Volume II	Letter to PERS-22
Involuntarily re- called to active duty	X	X			A3068 B90611 B90205 B90427 DRMSMAN Section 3	NAVCOMPT 3068
Loss, correction of	X				DRMSMAN Section 3	
Loss, erroneous; Cancellation of	X				DRMSMAN Section 3	
Misc. change Correction	X				DRMSMAN Section 3	
Missing	X			X	DMRSMAN, Section 3 MILPERSMAN 1770-010	Message to PERS-642
Months of operational flying			X		NAVPERS 15839H, Volume II	Letter to PERS-432T
Name, correction or change to service record			X		MILPERSMAN 1000-130	Letter to PERS-324
Name, Correction to ODCR			X		BUPERSINST 1301.40	Letter to PERS-324
NCD, NSI, or NSCD; correction of			X		NAVPERS 15839H, Volume II	Letter to PERS-42
Order status, change cancellation of			X		BUPERSINST 1301.40	Letter to appropri- ate assignment officer
Order status, change			X		BUPERSINST 1301.40	Letter to appropri- ate assignment officer

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EVENT	ACTION				REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise Stated)	REMARKS
	DMRS	OCR FORM	LETTER	MESSAGE		
PEBD, correction is blank on LES or does not entitle officer to correct pay entitlements (i.e., longevity or ad/remove the Over 4 Years Enlisted Service Indicator).	X				DMRSMAN Section 3	Use only when NAVPERS 1070/26, Statement of Service <u>has not</u> been issued.
PEBD, correction if NAVPERS 1070/26 Statement of Service has been issued			X		B90604	Letter PERS-274
Primary Aeronautical Designator, change			X		NAVPERS 15839H, Volume II	Letter to appropriate assignment officer
Primary billet/duty assignment, change	X				DMRSMAN Section 3	
Projected Rotation Date, change			X		BUPERSINST 1301.40	Letter to appropriate assignment officer
Race/Population Group Code, correction of	X				DMRSMAN Section 3	
Recalled Reserve First reports for ACDU or TEMAC	X	X			A3068 B90611 B90205 DMRSMAN Section 3	NAVCOMPT 3068
Received for ACDUTRA	X				A3068 B90611	If activity getting underway, report member via embarked entry.
Received for Additional Duty (ADDU)	X	X			A3068 B90205 B90611	NAVCOMPT 3068
Received for duty	X	X			A3068 B90205 B90611	NAVCOMPT 3068

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EVENT	ACTION				REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise Stated)	REMARKS
	DMRS	OCR FORM	LETTER	MESSAGE		
Received for duty under instruction (includes OSAMs)	X	X			A3068 B90205 B90611	NAVCOMPT 3068
Received for TAD		X			A3068	Prepares NAVCOMPT 3068 if member has pay record in possession.
Received for temporary duty	X	X			A3068 B90427 B90606	NAVCOMPT 3068
Released to inactive duty	X	X			A3067 B10271 DMRSMAN Section 3	NAVCOMPT 3067
Resigned	X	X			A3067 B10271 DMRSMAN Section 3	NAVCOMPT 3067
Retired	X	X			A3067 B10271 B90621 DMRSMAN Section 3	NAVCOMPT 3067
Reverted to enlisted status from officer status of officer candidate status as NAVCAD, AOC, OC, Naval Academy MIDN, NROTC, or OCARS					B90607	No MAPTIS action; BUPERS will gain member to EDVR
Security code/date, correction of			X		BUPERSINST 1301.40	Letter to PERS-812
Service date, change			X		NAVPERS 15839H, Volume II	Letter to PERS-22 (applicable only to permanent USN officers in grades 04, 05 and 06).
Sex code, change			X		BUPERSINST 1301.40	Letter to PERS-1024
SSN, change or correction to service record			X		MILPERSMAN 1000-130	Letter to PERS-324

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EVENT	ACTION				REFERENCE TO DFAS PAY/ PERSONNEL MANUAL (DFASPPM) (unless otherwise Stated)	REMARKS
	DMRS	OCR FORM	LETTER	MESSAGE		
SSN, correction of ODCR			X		B90645	Letter to PERS-324
Subspeciality code, change			X		NAVPERS 15839H, Volume II	Letter to PERS-440
Transferred from Additional Duty (ADDU) point	X	X			A3067 B90205 B90621	NAVCOMPT 3067
Transferred from TAD point					A3067 B90202 B90621	Prepare NAVCOMPT 3067 if member has pay record in possession.
Transferred to TAD point		X			A3067 B90202 B90621	Prepare NAVCOMPT 3067 if member has pay record in possession.
Transferred PCS or TEM DU	X	X			A3067 B90202	NAVCOMPT 3067
Unit identification Code (if member erroneously assigned to); correction of			X		B90621 B90633 NAVPERS 15839H, Volume II	Letter to PERS-1024 with certified copy of NAVCOMPT 3068 as an enclosure.